



# Maine Educational Assessment of Mathematics and English Language Arts/Literacy

Developed by the Smarter Balanced Assessment Consortium

## Online Testing System Test Administrator User Guide

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## Introduction to the User Guide

This user guide supports Test Administrators (TAs) who manage testing for students participating in the MEA Mathematics and English Language Arts/Literacy tests (Summative and Interim) and practice tests.




## Organization of the User Guide

- [Overview of the Online Testing System](#) provides an overview of online testing, available assessments, and general test rules.
- [Accessing the Test Administration Sites](#) explains how to log in to TA sites.
- [Overview of the Test Administration Sites](#) describes the overall layout of the TA sites and highlights the important tasks and functions.
- [Administering Online Tests](#) outlines the process for creating a test session, approving students for testing, and pausing tests.
- [Signing In to the Student Testing Site](#) explains how students log in to a test session.
- [Overview of the Test Administration Sites](#) describes the overall layout of an online test, as well as the functions and tools available to students.
- [Proceeding through a Test](#) explains how students complete tests.
- The [Appendices](#) provide additional information about keyboard shortcuts, transferring test sessions, and user support.

## Document Conventions

[Table 1](#) describes the conventions appearing in this guide.

Table 1. Key Symbols and Elements

Element	Description
	<b>Alert:</b> This symbol accompanies important information regarding a task that may cause minor errors.
	<b>Note:</b> This symbol accompanies additional information or instructions of which users must take note.
	<b>Policy:</b> This symbol accompanies information regarding test administration policies.





**Warning:** This symbol accompanies important information regarding actions that may cause fatal errors.

## Intended Audience

This user guide is intended for Test Administrators responsible for proctoring tests with the Online Testing System. To use this system, you should be familiar with using a web browser to retrieve data and with filling out web forms. You should also be familiar with printing documents and adjusting computer audio settings. If you or your students use Chromebooks, iPads, or other tablets for testing, then you should be familiar with these devices as well.

## Additional Resources

The following publications provide additional information:

- For policies and procedures that govern secure and valid test administration, refer to the *Test Administration Manual*.
- For information about which operating systems and browsers are supported, refer to the *System Requirements for Online Testing* document.
- For information about student and user management, rosters, and appeals, refer to the *Test Information Distribution Engine (TIDE) User Guide*.
- For information about scoring hand-scored items for the interim tests, refer to the *Teacher Hand Scoring System User Guide*.
- For information about network and Internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, see the *Technical Specifications Manual for Online Testing*.
- For information about installing secure browsers, refer to the *Secure Browser Installation Manual*.

The above resources are available on the Maine Assessment Portal (<http://me.portal.airast.org>).

## Overview of the Online Testing System

The Online Testing System delivers Maine's online tests. The following sections describe highlights of online testing in general and the Online Testing System in particular.

### Description of the Online Testing System Sites

The Online Testing System consists of practice sites and operational testing sites. The practice sites function identically to the operational testing sites.

- **Practice Sites**
  - **TA Training Site:** Allows TAs to practice administering practice tests.
  - **Student Training Site:** Allows students to practice taking tests online and using test tools.
- **Operational Testing Sites**
  - **TA Interface:** Allows TAs to administer the operational (Interim/Summative) tests.
  - **Student Testing Site:** Allows students to take the operational tests.

### User Roles and System Requirements

Access to the practice and operational testing sites depends on your user role and browser.

- TAs can use any supported web browser to access either the TA Training Site or the TA Interface.
- Students, TAs, and parents can use a supported web browser or secure browser to access the Student Training Site as guests. Students can also sign in to a practice test session created by a TA.
- Students use a secure browser to access the Student Testing Site.

For information about supported operating systems and browsers, refer to the *System Requirements* document, which is available on the Maine Assessment Portal (<http://me.portal.airast.org>).

## General Rules of Online Testing

The following sections describe the rules for administering online tests.

### Basic Test Navigation Rules

- Students may mark items for review and return to those items and change their answers, if necessary.
- Students submit the test after they finish answering all questions.

### Pause Rules

TAs and students can pause a test in order to temporarily log the student out from the test session. Students are not permitted to review or change answers after their test is paused for more than 20 minutes, even if they marked items for review. The only exception to this rule is if a student pauses the test before answering all of the questions on the current page.

These pause rules apply regardless of whether the student or the TA pauses the test or a technical issue logs the student out.

### Test Timeout Rules

A warning message displays after 30 minutes of test inactivity. If students do not click **OK** within 30 seconds after this message appears, they are logged out. This timeout automatically pauses the test.

### Test Opportunity Expiration Rules

Opportunities refer to the number of times a student can take a test within a range of dates when the test is available in the Online Testing System. Students have one opportunity for the summative test, and up to three opportunities for each assigned interim test. A student's test opportunity remains active until the student submits the test or until the test opportunity expires.



**Warning:** Once a test opportunity expires, the student cannot complete or review the test.

## Accessing the Test Administration Sites

This section describes how to access the TA sites.

### *To access the TA Interface*

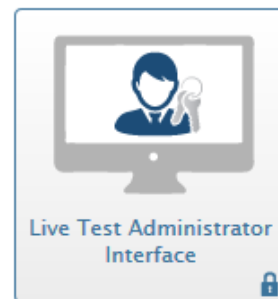
1. Navigate to the Maine Assessment Portal (<http://me.portal.airast.org>).
2. Select your user role.

Figure 1. Maine Assessment Program Portal User Cards



3. Select **Live Test Administrator Interface**. The login page appears.
4. Enter your username and password in the respective text fields.
5. Click **Log In**. The TA Interface appears.

Figure 2. Card for TA Interface



### *To access the TA Training Site*

1. Navigate to the Maine Assessment Program Portal (<http://me.portal.airast.org>).
2. Select your user role.

Figure 3. Maine Assessment Program Portal User Cards



- 
3. Select **TA Practice and Training Site**. The login page appears.
  4. Enter your username and password in the respective text fields.
  5. Click **Log In**. The TA Training Site appears.

Figure 4. Card for TA Training Site



## About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Distribution Engine (TIDE).



### **Note: Important Information Regarding Your Passwords**

If you are a user who was recently added to TIDE, you should receive an email that contains a temporary password and a link to log in to Maine Assessment Program systems. You must log in with your temporary password within seven days of receiving the email in order to activate your account. You must update your password and select and answer a security question.

#### **Did your first temporary password expire?**

If you did not log in within seven days of receiving the first password email and activate your account, you must contact the Maine Assessment Program Help Desk. You can only reset your password after you select a security question and answer. The Maine Assessment Program Help Desk will send you a new email with a different temporary password.

#### **Did you forget your password?**

If you forgot your password, you can reset it. Click the **Forgot Your Password?** link on the **Single Sign On** page and then enter your email address in the *Email Address* field. You will receive another email containing a new temporary password, which also expires in seven days.

#### **Did you not receive an email containing a temporary password?**

Check your spam folder to make sure your email provider did not categorize it as “junk” mail. If you still do not have an email, contact your District/System Administrator or School Test Coordinator to make sure you are present in TIDE.

#### **Additional Help**

If you are unable to log in, contact the Maine Assessment Program Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

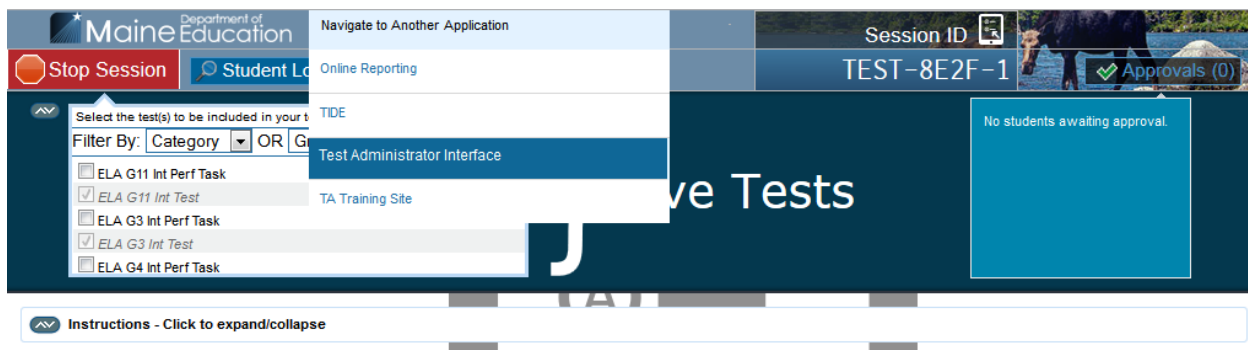
## Switching Between Maine Assessment Program Applications

When you are logged in to any Maine Assessment Program application, you can switch between applications without signing in to each system separately. Access to these systems and their features depends on your user role. The Single Sign-On (SSO) feature integrates the following applications:

- Test Information Distribution Engine (TIDE)
- TA Training Site
- TA Interface
- Online Reporting System
- Teacher Hand Scoring System

The top left corner of your browser contains a drop-down list that displays the State Assessment Program applications you can access.

Figure 5. SSO Drop-Down List in TA Interface



From the drop-down list, select the application you want to switch to. The home page for that application appears. You are not required to log in again.



**Warning:** If you are using the TA Interface or TA Training Site and you navigate away from it, your session stops and all students in the session are logged out. You cannot resume your session. You must create a new session, and your students must log in again to resume testing.

You may transfer an open test session from one workstation to another without logging out or stopping the session. For more information about this feature, see [Appendix D, Transferring a Test Session between Devices](#).

## Overview of the Test Administration Sites

This section applies to the test administration sites for TAs. Throughout the rest of this user guide, “TA Site” refers to both the TA Interface and TA Training Site.

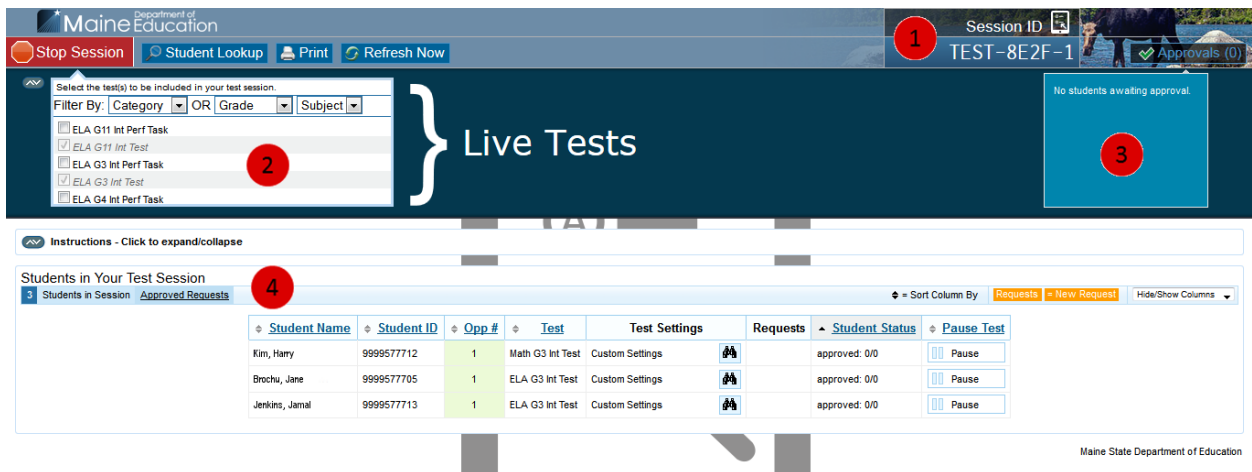


**Warning:** Do not use the TA Interface for practice. The tests provided in the TA Interface are operational and students’ scores are official.

## TA Site Layout

After you log in, the **Test Session** page of the TA Site appears. [Table 2](#) provides an overview of the major features available on the TA Site.

Figure 6. TA Site Layout



The screenshot shows the TA Site interface. At the top, there's a navigation bar with 'Stop Session', 'Student Lookup', 'Print', and 'Refresh Now'. A 'Session ID' box (1) displays 'TEST-8E2F-1'. Below this is a 'Live Tests' section with a 'Test Selection Box' (2) containing a list of tests like 'ELA G11 Int Perf Task'. To the right is a 'Pending Approvals Preview Box' (3) showing 'No students awaiting approval'. The main area is titled 'Students in Your Test Session' (4) and contains a table with columns for Student Name, Student ID, Opp #, Test, Test Settings, Requests, Student Status, and Pause Test. The table lists three students: Kim, Harry; Brochu, Jane; and Jenkins, Jamal, all with 'approved: 0/0' status.



Student Name	Student ID	Opp #	Test	Test Settings	Requests	Student Status	Pause Test
Kim, Harry	9999577712	1	Math G3 Int Test	Custom Settings	1	approved: 0/0	Pause
Brochu, Jane	9999577705	1	ELA G3 Int Test	Custom Settings	1	approved: 0/0	Pause
Jenkins, Jamal	9999577713	1	ELA G3 Int Test	Custom Settings	1	approved: 0/0	Pause

Essential tools and information on the TA Site:

- 1 Session ID
- 2 Test Selection Box
- 3 Pending Approvals Preview Box
- 4 Students in Your Test Session Table



Table 2. TA Site Features Quick Reference

Sections/Buttons	Description
<b>Alert</b> 	Click the alert icon to view alerts and messages from the Maine Department of Education.
<b>Pending Approvals Preview Section</b>	Displays how many students are awaiting approval to begin testing.
<b>Expand/Collapse</b> 	Expands or collapses a specific viewable area of your screen.
<b>Help</b>	Displays this user guide.
<b>Log Out</b>	Allows you to exit the TA Site. For more information, see the section <a href="#">Stopping a Test Session</a> .
<b>Print</b>	Print your screen. For more information, see the section <a href="#">Printing Session Information</a> .
<b>Refresh Now</b>	Refreshes your screen while monitoring student progress.
<b>Session ID</b>	Displays unique ID automatically generated for each test session.
<b>Start Session</b>	Starts the session and generates the Session ID.
<b>Stop Session</b>	Ends the test session. For more information, see the section <a href="#">Stopping a Test Session</a> .
<b>Student Lookup</b>	Searches for students. For more information, see the section <a href="#">Student Lookup: Quick Search and Advanced Search</a> .
<b>Test Selection</b>	Displays the Test Selection box while a test session is in progress.
<b>Students in Your Test Session</b>	Displays all the students who entered the test session, the test each student is taking, and progress throughout the test.

## Student Lookup: Quick Search and Advanced Search

You can use the student lookup feature to search for students by SSID, first name, or last name. This is useful when students cannot sign in to a test because they do not have their name as it appears in TIDE or SSID.



**Warning:** You must ensure student demographic information is correct before testing begins. If a student's information is not correct, that student should not begin testing.

Figure 7. Student Lookup: Quick Search

Search: Quick Search Advanced Search

✖ Close

Enter the student's full Student ID (SSID) and click [Submit SSID] to search for that student's record. A record displays the student's name, birth date, grade, and school/district information. Searches by partial SSID are not permitted.

Note: This Student Lookup feature allows you to verify student information for login purposes only. It does not indicate whether a student is eligible to test. To verify student eligibility for a specific online assessment, please check TIDE.

**Search Results**

Name: Adams, Matthew

SSID: 8888888183

Grade: 03

Date of Birth: 10/28/2005

Gender: Male

School: DEMO SCHOOL 2 (99-998)

District: DEMO DISTRICT (99)

*To perform a quick search:*

1. Click **Student Lookup** in the top row of the TA Site.
2. Enter a student's full SSID and click **Submit SSID**. If the search results in a match, the student's information appears.

Figure 8. Student Lookup: Advanced Search

Search: Quick Search Advanced Search
Close

### 1. Enter Search Parameters

Use the drop-down menus to select the LEA, School, and Grade for your search. A First or Last Name is required.

DEMO DISTRICT (99)

DEMO SCHOOL 2 (99-998)

Grade 03

First Name  
Enter a First Name

Last Name  
Enter a Last Name

Search

### 2. Search Results

Click on the binoculars to view details for that student.

More Info	SSID	Last Name	First Name	Grade
	8888888183	Adams	Matthew	03
	8888888157	Blair	Stephanie	03
	8888888209	Cowen	Adam	03
	8888888184	Davis	Melanie	03
	8888888158	Evans	Lindsey	03
	8888888159	Feldman	Howard	03

### 3. Student Details

Name: Adams, Student  
SSID: 8888888183  
Grade: 03  
Date of Birth: 10/28/2005  
Gender: Male  
School: DEMO SCHOOL 2 (99-998)  
District: DEMO DISTRICT (99)

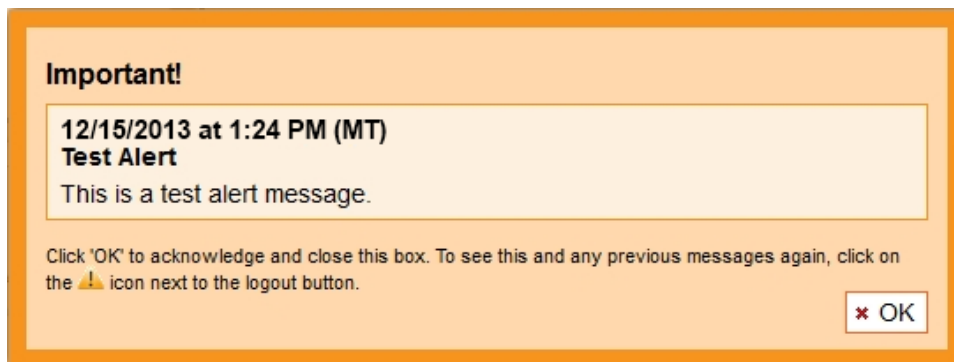
To perform an advanced search:

- Click **Student Lookup** and then click **Advanced Search**.
  - Select a district and school from the drop-down lists.
  - Select the appropriate grade.
  - Optional:* Enter a student's exact first or last name. Partial names are not allowed.
- Click **Search**. Search results that match the parameters appear in the second column.
- To view a student's information, click the binoculars icon next to his or her name.

## Alert Messages

The Maine Department of Education can send statewide alert messages to all TAs. These alerts appear as pop-up messages on the TA Site. To confirm that you read an alert, click **OK**.

Figure 9. Sample Alert Message




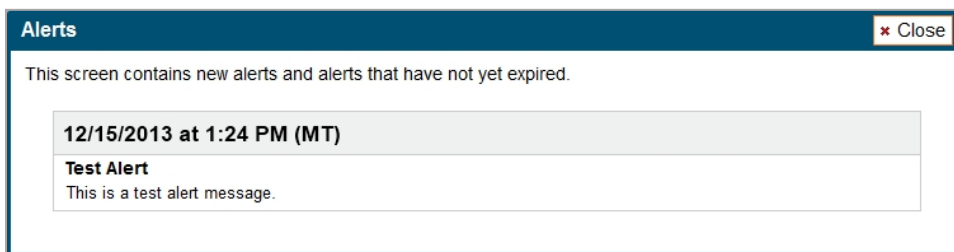
To view a record of new and active alert messages, click the Alert Center  icon in the top right corner of the screen.

Figure 10. Sample Past Alert Message



## Printing Session Information

You can print the **Test Session** page as it currently appears.

*To print a snapshot of the page:*

1. Click **Print**. The computer's print dialog window appears.
2. Verify the selected printer, select the desired print settings, and then click **OK**.



**Policy Alert:** Federal law (FERPA) prohibits the release of any student's personally identifiable information. Any printouts must be securely stored and then destroyed when no longer needed.

## Administering Online Tests

This section describes how to start a test session, add tests to the session, verify students' test settings, approve students for testing, and monitor their progress.

### Starting a Test Session

Before students can sign in to test, you must create a test session that includes all the required tests.

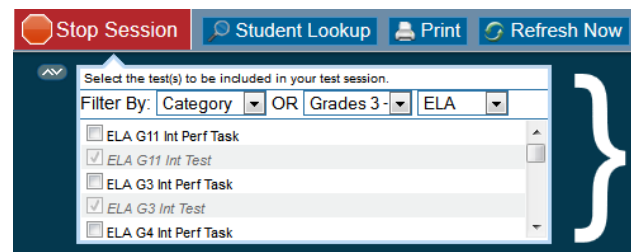


**Alert:** You may have only one test session open at a time. You cannot reopen test sessions, but students can resume an individual test opportunity in a new session.

To create a new test session:

1. In the Test Selection box, select a test category or a grade and subject from the drop-down lists.
2. Mark the checkboxes for the tests you want to include in the session.
3. Click **Start Session**. The selected tests become grayed out, the **Stop Session** button replaces the **Start Session** button, and the Session ID appears.
4. Provide the Session ID to the students logging in to your test session.

Figure 11. Test Selection Box



*To add tests to an in-progress test session:*

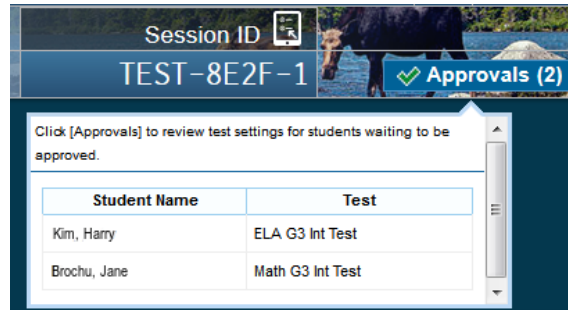
1. From the Test Selection list, click the name of the test you wish to add to your session.
2. A pop-up window asks you to confirm your selection. To add the selected test to your session, click **Yes**.
3. Repeat steps 1 and 2 to add additional tests.

## Approving Students for Testing

When students sign in and select tests, you must approve them to test in the session before they can access their requested tests. For information about the approval process from a student's perspective, see the section [Signing In to the Student Testing Site](#).

The Approvals button in the upper-right corner notifies you when students are awaiting approval and displays the number of pending approvals (see [Figure 12](#)).

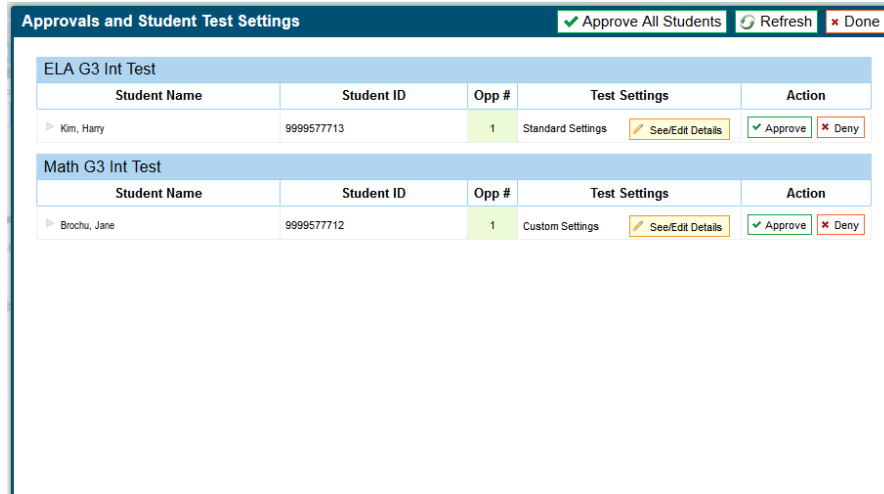
Figure 12. Students Awaiting Approval



To approve students for testing:

1. When students request entry to your test session, click **Approvals**. The **Approvals and Student Test Settings** window appears, displaying the list of students awaiting approval.

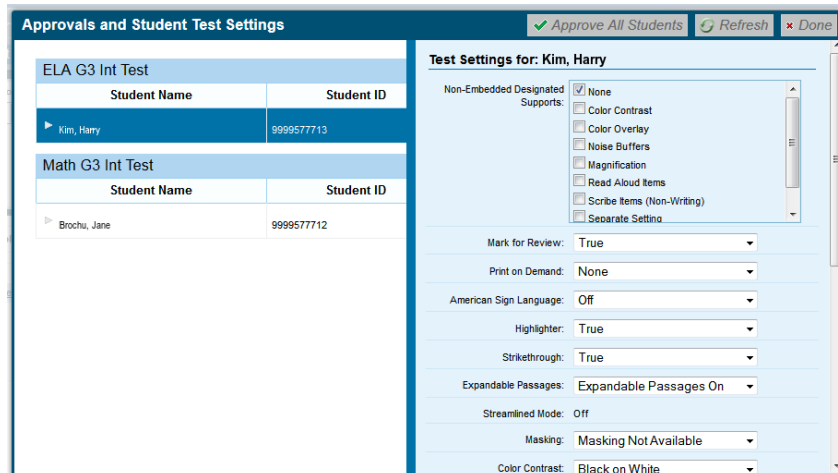
Figure 13. Sample Approvals and Student Test Settings Page



**Note:** The **Approvals and Student Test Settings** window does not automatically refresh. To update the list of students awaiting approval, click **Refresh** at the top of the window.

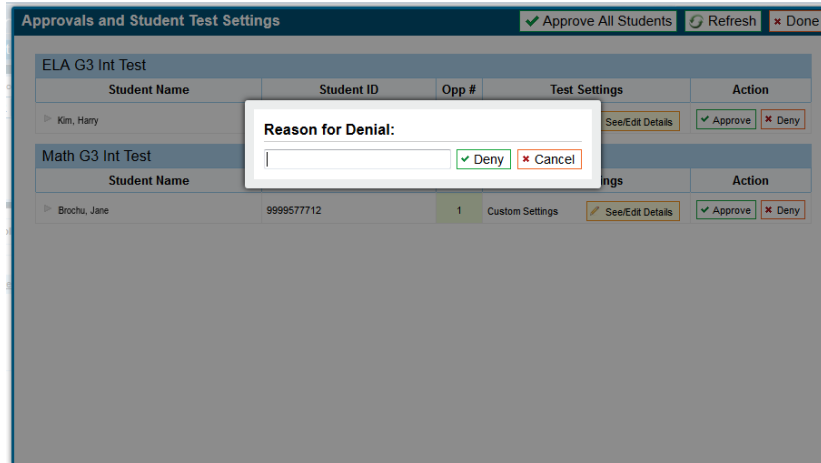
2. To check students' test settings and accommodations before approving them, click **See/Edit Details** for a student. The student's information and test settings appear (see [Figure 14](#)).

Figure 14. Sample Test Settings Page for a Selected Student



3. Update any test settings as required. Note that some settings must be updated by the School Coordinator.
4. Confirm the test settings by doing one of the following:
  - To confirm the selected test settings and return to the list of students awaiting approval, click **Set**. You still must approve the student for testing.
  - To confirm the settings and approve the student for testing, click **Set & Approve**. The student no longer appears in the **Approvals and Student Test Settings** window.
5. Repeat steps [2–4](#) for each student in the list.
6. To deny students access to testing, do the following (otherwise skip to step [7](#)):
  - a. Click **Deny** for that student.
  - b. In the pop-up window that appears, enter a brief reason for denying the student. Typical reasons for denying entry to a test session include incorrect student information, the student selected the incorrect test, or the student entered the incorrect test session.

Figure 15. Reason for Denial Pop-Up Window



- c. Click **Deny**. The student disappears from the **Approvals and Student Test Settings** list. The student receives the message explaining the reason for the denial and is then logged out.
7. To approve students for testing without viewing or changing their test settings do the following:
    - o To approve individual students, click **Approve** for each student.
    - o To approve all students displayed in the list, click **Approve All Students**. The window closes automatically after all students are approved.



## Monitoring Students' Testing Progress

The **Students in Your Test Session** table (see [Figure 6](#)) displays the testing progress for each student logged in to your session. [Table 3](#) provides descriptions of the columns in this table.

Table 3. Columns in the Students in Your Test Session Table

Column	Description
Student Name	First and last name of the student in the session.
SSID	SSID associated with the student's name.
Opp #	Opportunity number for that student's test subject.
Test	Name of the test the student is taking.
Test Settings	One of the following: <b>Standard Settings:</b> Indicates that default test settings are applied for this test opportunity. <b>Custom Settings:</b> Indicates that one or more of the student's test settings or accommodations differ from the default settings. Click the binoculars to view a student's settings for the current test opportunity.
Requests	Indicates a student requested a printout of test material.
Student Status	Current status for each student in the session. The numbers after the status indicate how many items the student has answered out of the total items on the test.
Pause Test	Pauses a student's test. A student's row is grayed out when the student's test is paused or completed.

## Student Statuses During Testing

[Table 4](#) describes the status codes appearing in the Student Status section of the **Students in Your Test Session** table (see [Figure 6](#)).

Table 4. Statuses That Appear Chronologically While Testing

Status	Description
Approved	You approved the student, but the student did not yet start or resume the test.
Started	The student started testing.
Review	The student answered all items and is currently reviewing his or her answers before submitting the test.
Completed	The student submitted the test. The student can take no additional action at this point.

Status	Description
Submitted	The test was submitted for quality assurance review and validation.
Reported	The test score was submitted to the Online Reporting System.

The status types in [Table 5](#) may appear when a student is not actively answering items.

Table 5. Other Test Statuses

Status	Description
Expired	Test was not completed by the end of the testing window and the opportunity expired.
Paused	Student's test is paused. The time listed indicates how long the test has been paused.
Pending	Student is awaiting approval for a new test opportunity.
Suspended	Student is awaiting approval to resume a test opportunity.

## Refreshing the Test Session Table

The **Students in Your Test Session** table refreshes automatically at regular intervals, every 60 seconds, but you can also refresh it manually by clicking **Refresh Now** at the top of the screen.

## Pausing a Student's Test

You can pause a student's test via the **Pause Test** column in the **Students in Your Test Session** table (see [Figure 6](#)). For information about pause rules, see the section [Pause Rules](#).

*To pause an individual student's test:*

1. In the **Pause Test** column, click **Pause** for that student.

Click Yes to confirm. The Online Testing System logs the student out. To resume the test, the student must go through the approval process again.

## Stopping a Test Session

When students finish testing or the current testing timeslot is over, you should stop the test session. Stopping a session automatically logs out all the students in the session and pauses their tests. Once you stop a test session, you cannot resume it. To resume testing students, you must start a new session and provide students with the new session ID.

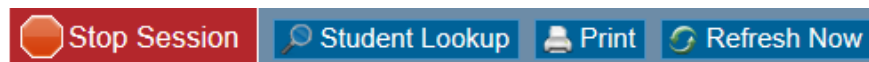


**Warning:** The Online Testing System automatically logs you out after 20 minutes of both user and student inactivity in the session. This action automatically closes the test session.

*To stop a test session:*

1. In the upper-left corner of the screen, click **Stop Session**. A confirmation message appears.

Figure 16. Stop Session Button



2. Click OK. The test session closes.

## Logging Out of a Test Session

You should exit or log out of the TA Site only after stopping a test session.

*To log out of the TA Site:*

1. Click **Log Out** in the top right corner of the screen. A warning message appears.
2. Click **Log Out**. Your session closes and the Maine Assessment Program Portal appears.



**Alert:** This scenario also occurs when you navigate to another site from the TA Site. If you need to access TIDE or another application, you should open it in a separate browser window.

## Accidentally Closing the Browser Window

If you accidentally close the browser while students are still testing, your session remains open until it times out (30 minutes). To return to the test session in the TA Site, you must enter the active Session ID.

If you do not return to the active session within 30 minutes, the following occurs:

- The Online Testing System logs you out and pauses the students' tests.
- You cannot start a new session for eight hours.

## Signing In to the Student Testing Site

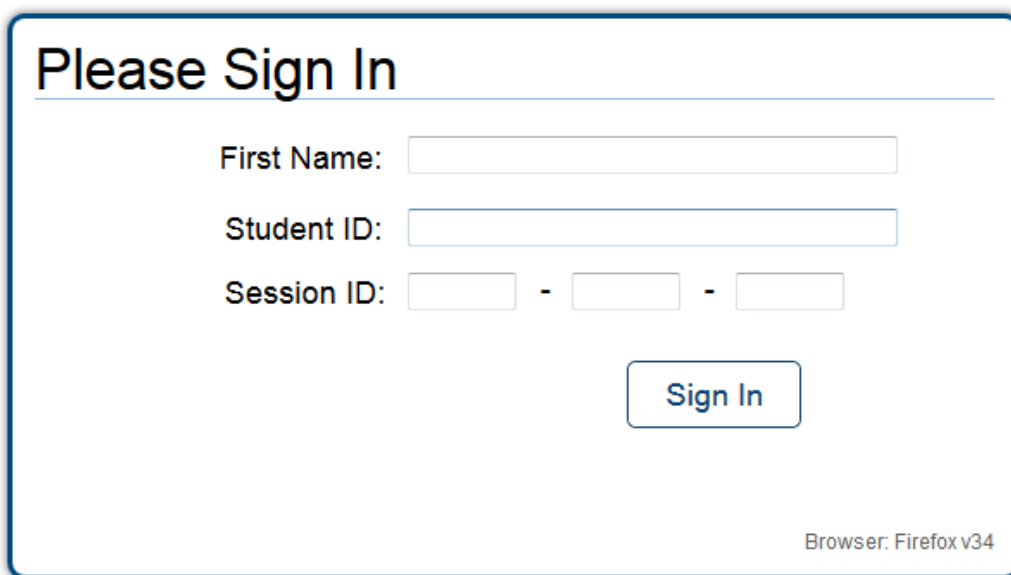
This section describes the student sign-in process for the Student Testing Site.

### Step 1—Signing In

*To sign in to a test:*

1. Launch the secure browser on the student's computer or tablet. The **Please Sign In** page appears.

Figure 17. Student Testing Site Login Page



Please Sign In

First Name:

Student ID:

Session ID:  -  -

Browser: Firefox v34

2. Students enter the following information:
  - a. In the *First Name* field, students enter their first name as it appears in TIDE. If the student does not know the exact spelling, you can retrieve it; see the section [Student Lookup: Quick Search and Advanced Search](#) for details.
  - b. In the *SSID* field, students enter their SSID as it appears in TIDE. If the student does not know the exact SSID, you can retrieve it; see the section [Student Lookup: Quick Search and Advanced Search](#) for details.
  - c. In the *Session ID* field, students enter the Session ID exactly as it appears on the TA Site (see the section [Starting a Test Session](#) for information about generating a session ID).

Through the TIDE system, testing tickets can be created for students in order to streamline this process. For more information, please refer to the *TIDE User Guide*.

3. Students click **Sign In**. The *Is This You?* page appears.



**Common Student Sign-In Errors:** The Online Testing System generates an error message if a student cannot sign in. The following are the most common student login errors.

**The SSID is not correctly entered:** The error message that appears in this situation will say “Please check that your information is entered correctly. If you need help, ask your TA”. Verify that the student correctly entered the SSID. If this does not resolve the error, use the Student Lookup tool to verify the first name associated with the student’s SSID.

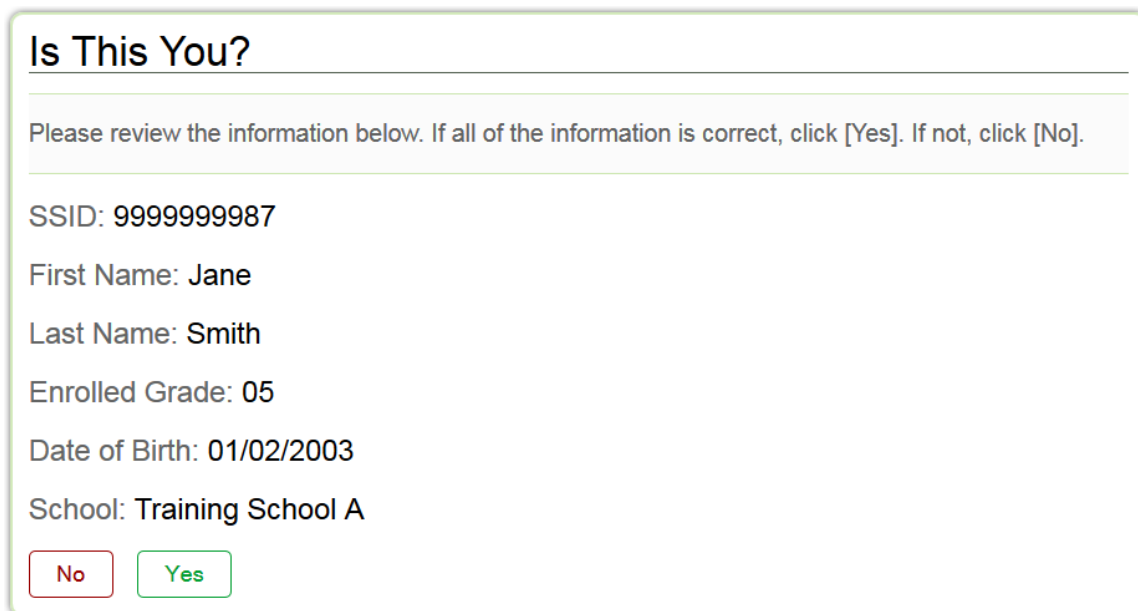
**Session does not exist:** The student entered a Session ID that does not exist. Verify that the student correctly entered the active Session ID. Also, verify that both you and the student are using the correct sites.

**Session has expired:** The Session ID corresponds to a closed session. Ensure that the student enters the correct Session ID and verify that your session is open. For information about verifying that your session is open, see the section [Starting a Test Session](#).

## Step 2—Verifying Student Information

After students sign in, the **Is This You?** page appears. On this page, students verify their personal information.

Figure 18. Is This You? Page



The screenshot shows a web form titled "Is This You?". Below the title is a light green box containing the instruction: "Please review the information below. If all of the information is correct, click [Yes]. If not, click [No].". Below this box, the following information is displayed: SSID: 9999999987, First Name: Jane, Last Name: Smith, Enrolled Grade: 05, Date of Birth: 01/02/2003, and School: Training School A. At the bottom of the form are two buttons: a red "No" button and a green "Yes" button.

*To verify personal information:*

- If all the information is correct, students click **Yes**. The **Your Tests** page appears.
- If any of the information displayed is incorrect, the student must not proceed with testing. The student should click **No**. You must notify the School Test Coordinator (SC) that the student's information is incorrect.

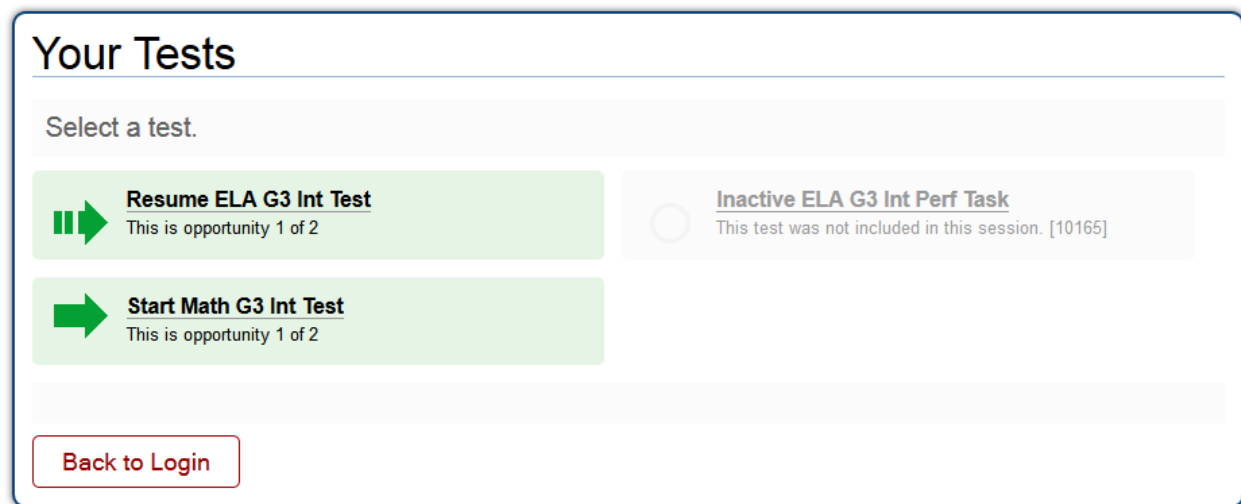


**Warning:** Incorrect student demographic information must be updated before students begin testing.

### Step 3—Selecting a Test

This page displays in green shading all the tests that the student is eligible to take. Students can select only those tests included in the session that they have not completed. Completed tests and tests not available in the session are inactive and appear in gray.

Figure 19. Your Tests Page



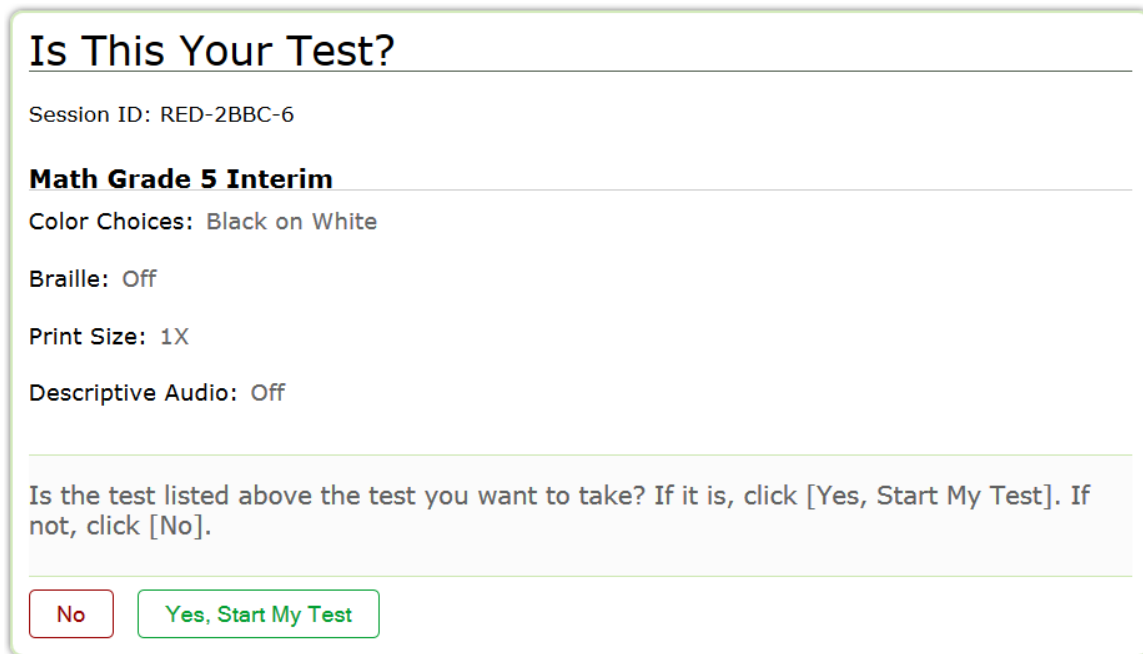
*Selecting an available test:*

- Students should click the test they will take. The Online Testing System sends the request to the TA for approval and the **Waiting for TA Approval** page appears.
- If the test the student needs to take is inactive or not displayed, the student should click **Back to Login**. You should ensure that correct tests are included in the test session and add additional tests, if necessary.

## Step 4—Verifying Test Information

After you approve the student for testing, the student should verify the test information and settings on the ***Is This Your Test?*** page. At this point, the student's actual test settings override any settings selected earlier in the sign-in process.

Figure 20. Is This Your Test? Page



**Is This Your Test?**

---

Session ID: RED-2BBC-6

**Math Grade 5 Interim**

---

Color Choices: Black on White

Braille: Off

Print Size: 1X

Descriptive Audio: Off

Is the test listed above the test you want to take? If it is, click [Yes, Start My Test]. If not, click [No].

*Verifying test information:*

- If the settings are correct, students click **Yes, Start My Test**.

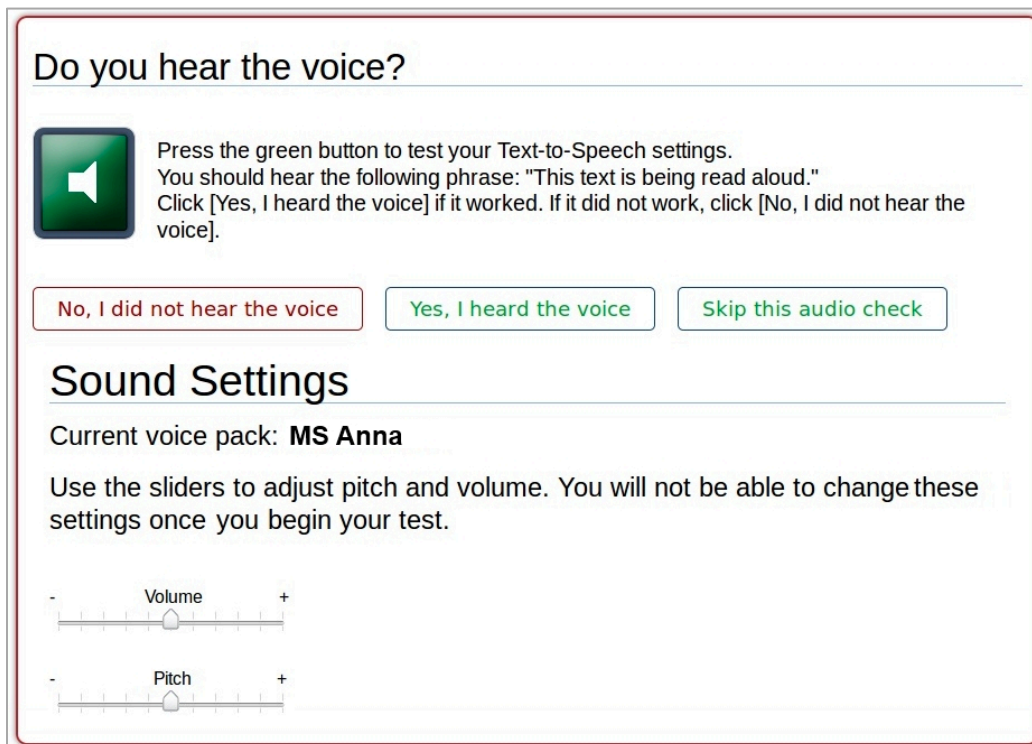
If the settings are incorrect, students click **No**. They return to the login page. The students must sign in, select their test, and request approval again.



## Step 4a—Text-to-Speech Check

For students with the text-to-speech (TTS) accommodation, the ***Do you hear the voice?*** page will ask students to verify that TTS works. Students can only use TTS within a supported secure browser.

Figure 21. Text-to-Speech Check Page



The screenshot shows a web interface for a text-to-speech check. At the top, the title "Do you hear the voice?" is underlined. Below the title is a green square icon with a white speaker symbol. To the right of the icon, the text reads: "Press the green button to test your Text-to-Speech settings. You should hear the following phrase: 'This text is being read aloud.' Click [Yes, I heard the voice] if it worked. If it did not work, click [No, I did not hear the voice].". Below this text are three buttons: "No, I did not hear the voice" (red border), "Yes, I heard the voice" (green border), and "Skip this audio check" (green border). Below the buttons is the section "Sound Settings", which is also underlined. Under "Sound Settings", it says "Current voice pack: MS Anna". Below that, it says "Use the sliders to adjust pitch and volume. You will not be able to change these settings once you begin your test." At the bottom, there are two sliders: "Volume" and "Pitch". Each slider has a minus sign on the left, a plus sign on the right, and a small triangle in the middle.

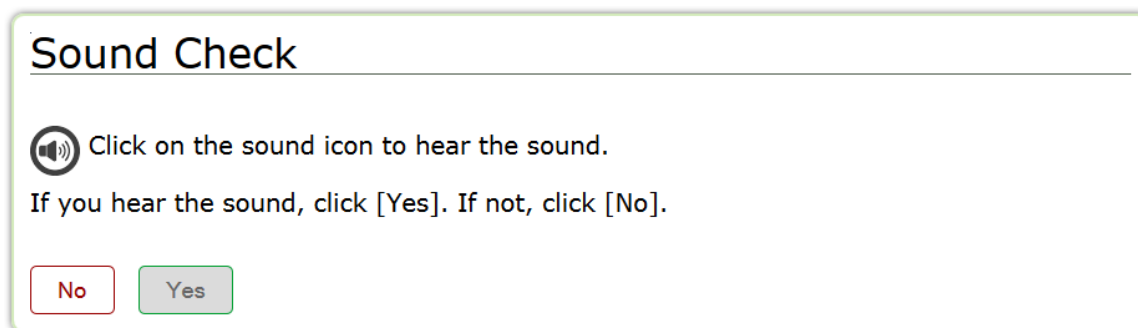
*To check the TTS accommodation:*

1. Students click the speaker icon and listen to the audio.
  - If the voice is audible and clear, students click **Yes, I heard the voice**.
  - If the voice is not audible or clear, then students adjust the settings using the sliders and click the speaker icon again.
  - If students still cannot hear the voice clearly, they click **No, I did not hear the voice** and close the secure browser. You can work with students to adjust their audio or headset settings (for more information, see the section [Troubleshooting Audio Issues](#)). They can sign in again when the issue is resolved.


## Step 4b—Sound Check for Tests with Listening Items

The **Sound Check** page appears for students taking tests that contain listening items. Students must verify that they can hear the sample audio before continuing the login process.

Figure 22. Sound Check Page for Tests with Listening Items



**Sound Check**

 Click on the sound icon to hear the sound.

If you hear the sound, click [Yes]. If not, click [No].

*Checking audio settings:*

1. Students must click the speaker icon and listen to the audio.
  - If the sound is audible, students click **Yes**. The **Test Instructions and Help** page appears.
  - If the sound is not audible, students should click **No**. The **Sound Check: Audio Problem** page appears, telling students to notify you of the audio problem. Students also have two options:
    - Students can click **Try Again**. This directs the students to the **Sound Check** page.
    - Students can click **Log Out**. Troubleshoot the computer and headphones to see if there is a problem or move the student to another computer with working audio.

## Troubleshooting Audio Issues

Prior to testing, ensure that audio is enabled on each computer and that headsets are functioning correctly. If there are audio issues, perform the following:

- Check to make sure headphones are securely plugged in to the correct jack or USB port.
- If the headphones have a volume control, ensure the volume is not muted.
- Ensure that the audio on the computer is not muted.

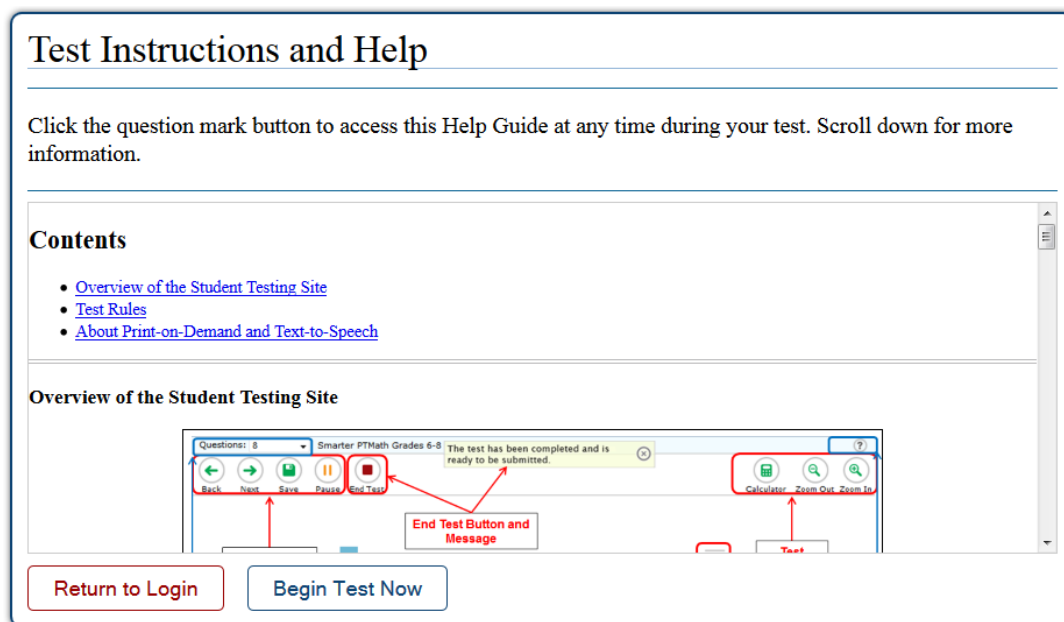
## Volume Setting on PCs

Prior to students logging in to the secure browser on a PC, ensure that the volume setting is UNMUTED. Once in a secure browser, this setting is not able to be changed.

## Step 5—Viewing Test Instructions and Starting the Test

The **Test Instructions and Help** page is the end of the login process. Students review the information on this page.

Figure 23. Test Instructions and Help Page



*To proceed and begin the test:*

1. Students may review the information on this page to understand what test tools are available and how to navigate through the test.
2. After students review this page, they click **Begin Test Now**. The test opportunity begins or resumes.

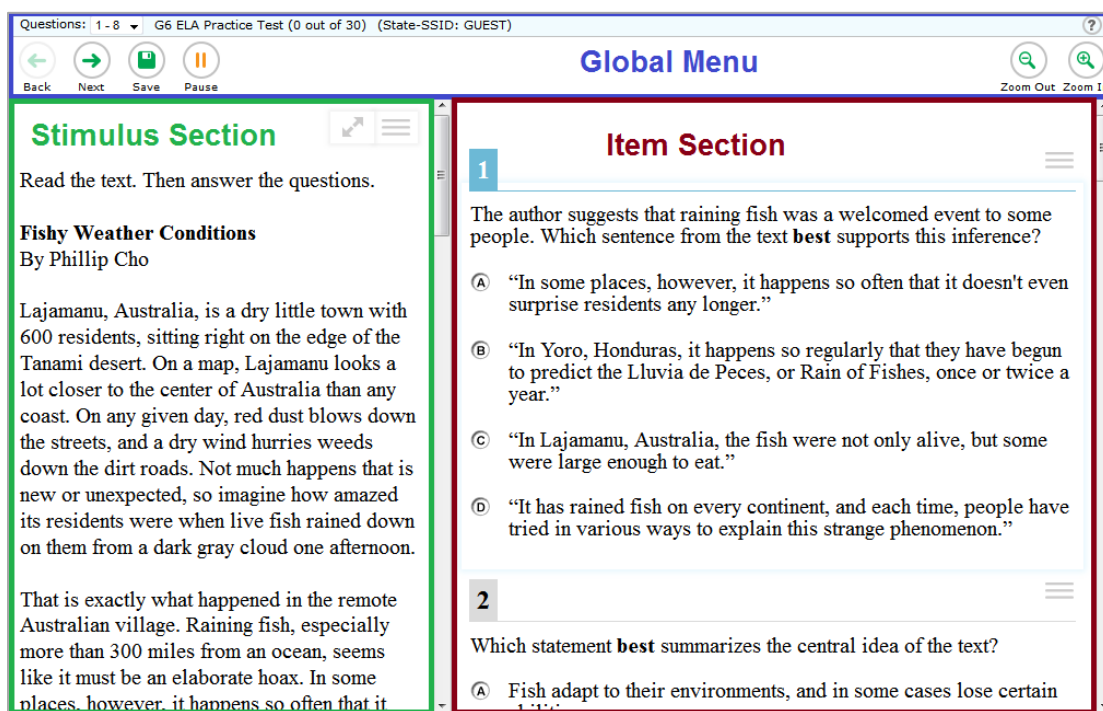
## Overview of the Student Testing Site

This section describes the layout of the Student Testing Site and the available testing tools.

### Test Layout

[Figure 24](#) shows the primary features and tools available in the Student Testing Site.

Figure 24. Test Layout



A test page has up to three elements: Banner, Stimulus section, and Item section.

- The Banner contains two rows:
  - Test Information: Displays the current question number, test name, student name, help button, and system settings button.
  - Global Menu: Displays the navigation and global test tool buttons.
- The Stimulus section contains the stimulus context menu, expand passage button, and stimulus content.

- The Item section contains the item number, item context menu, item stem, and response area/answer options.

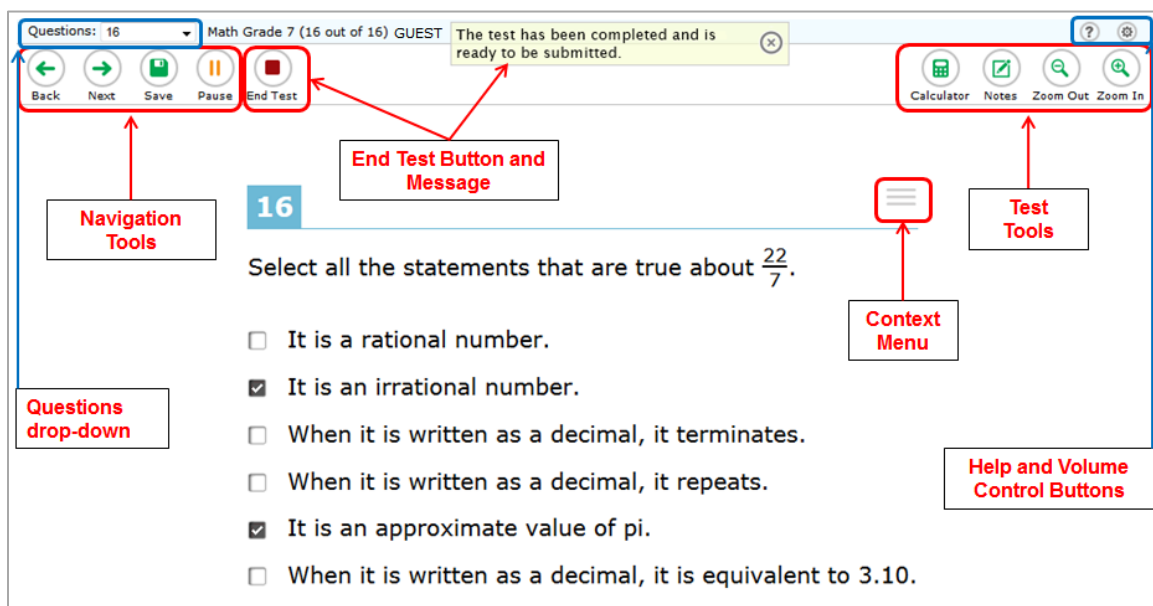
For more information about the global menu and context menus, see the section [Global and Context Menus](#).

## Test Tools

This section provides an overview of the Online Testing System's available tools and where they are located.

[Figure 25](#) shows the primary features and tools available in the Student Testing Site.


Figure 25. Sample Test Page

























**Note:** Some tools are available for all tests, while others are only available when testing in a particular subject or when testing with a particular accommodation.



[Table 6](#) lists the test tools in the Online Testing System. The location column explains where students can access the tool.

Table 6. Test Tools in the Online Testing System

Test Tool	Location	Description
	Global Menu	View the on-screen <b>Test Instructions and Help</b> .

Test Tool	Location	Description
American Sign Language (ASL) 	Context Menu 	View content translated into American Sign Language via an on-screen video.
Calculator 	Global Menu	View the on-screen calculator in a test.
Dictionary 	Global Menu	Search the Merriam-Webster dictionary or thesaurus without leaving the test.
Expand/ Collapse Passage 	Stimulus section	Expand a passage for easier readability. Expanded passages can also be collapsed.
Formula 	Global Menu	View the on-screen formula sheet.
Glossary (Word List)	Item or Stimulus	Some words or phrases have a border around them. You can click these words to open the glossary.
Highlighter 	Context Menu	Highlight text in a passage or item. You cannot highlight text in images.
Line Reader 	Global Menu	Highlight an individual line of text in a passage or item.
Mark for Review 	Context Menu	Mark an item for review so that it can be easily found later.
Masking 	Global Menu	Cover an area of the test page to temporarily hide information that might be distracting.
Notes 	Global Menu	Open an on-screen notepad and take notes.

Test Tool	Location	Description
Periodic Table 	Global Menu	View the on-screen periodic table.
Print Page 	Global Menu	Print the entire page at once.
Print Passage 	Global Menu and Context Menu (Passage)	Print a passage.
Print Item 	Context Menu (Item)	Print an item.
Protractor 	Global Menu	View the on-screen protractor.
Ruler 	Global Menu	View the on-screen ruler.
Scoring Guide 	Global Menu	View the on-screen scoring guide.
Strikethrough 	Context Menu	Cross out answer options for multiple-choice and multi-select items.
System Settings 	Global Menu	Adjust audio volume during the test.
Text-to-Speech 	Context Menu	Listen to passages and test items.
Tutorial 	Context Menu	View a short video about how to respond to each item type.

Test Tool	Location	Description
 Zoom In	Global Menu	Enlarge the font and images in the test. A limited number of zoom levels are available.
 Zoom Out	Global Menu	Undo the zooming and shrink the font and images in the test back to original levels.

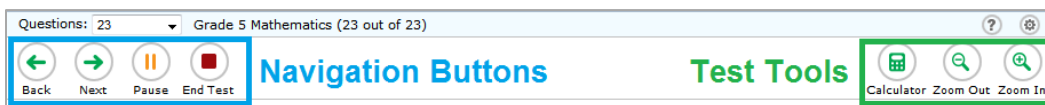
## Global and Context Menus

The global and context menus allow students to access on-screen tools. Students can access these tools using a mouse or keyboard shortcuts. For information about keyboard shortcuts, see [Appendix C, Keyboard Navigation for Students](#).

### Global Menu

The global menu contains navigation buttons as well as the global menu tools. Navigation buttons appear on the left side of the global menu. Test tools appear on the right side of the global menu.

Figure 26. Sample Global Menu



*To open a test tool in the global menu:*

1. Select the button for the tool. (In [Figure 26](#), the only test tool available is the calculator.) Most tools open in a pop-up window.

*To use the zoom buttons:*

1. To enlarge text and images, click **Zoom In**. The global menu does not get larger.
2. To make the text and images in the test smaller again, click **Zoom Out**.

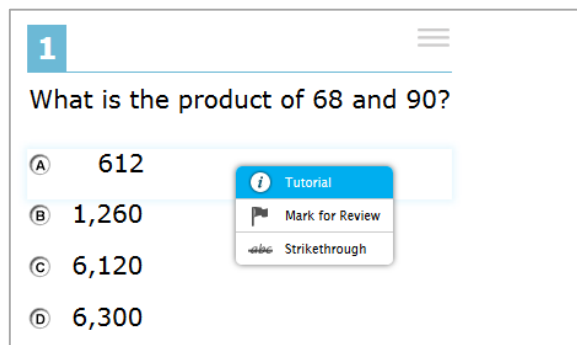
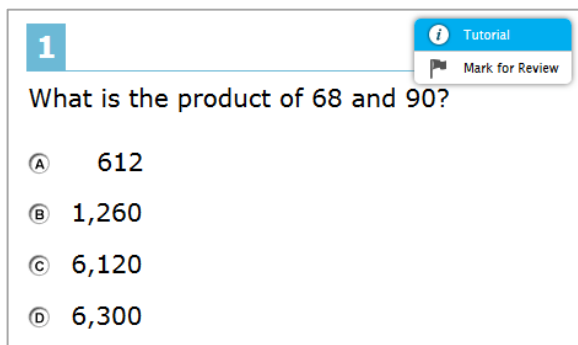
### Context Menus

Each test item includes a number of elements, such as the item number, question, and possible answers. Each element has its own context menu. The contents of a context menu vary depending on the element type and available tools. See [Figure 27](#) and [Figure 28](#).

Figure 27. Sample Context Menu for Items

Figure 28. Sample Context Menu for Answer Options






### Opening a Context Menu for Passages and Items

Students can access context menus by right-clicking elements or selecting elements and then clicking the context menu button.

*To open the context menu for a passage or item:*

1. Click the context menu  button at the upper-right corner of the passage or item. The context menu opens.
2. Select a tool.

### Opening a Context Menu for Answer Options

Students can use the context menu to view available tools for multiple-choice or multi-select answer options.

*To open the context menu for an answer option using the on-screen button:*

#### Mouse, Trackpad, or Tablets

1. Select an answer option so that a light blue border appears around it. This selects the answer option until the student selects a different option.
2. Select the context menu button. The context menu opens.
3. Select a tool.

*To open the context menu for an answer option using the right-click feature:*

#### Two-Button Mouse

1. Right-click on an answer option. The context menu opens.

2. Select a tool.

### Single-Button Mouse

1. Move the mouse to an answer option.
2. Press **Ctrl** and click the mouse button. The context menu opens.
3. Select a tool.

### Chromebooks

1. Move the mouse pointer to an answer option.
2. Press and hold **Alt** and click the mouse button. The context menu opens.
3. Select a tool.

## Using Test Tools

This section provides an overview of available test tools.

### American Sign Language Video Tool

Students can use the ASL tool to view test content translated by a human signer.

Figure 29. Passage Context Menu with ASL

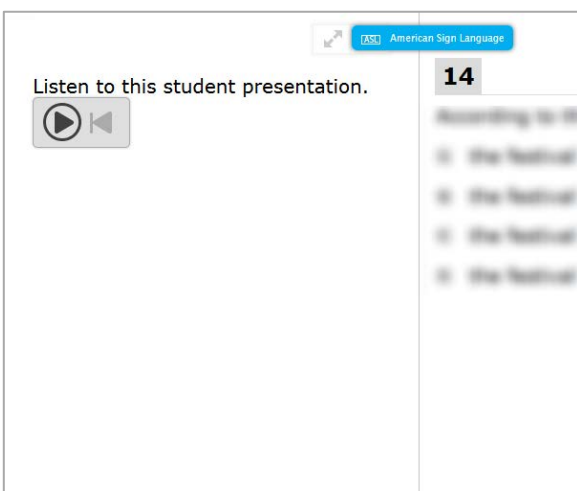
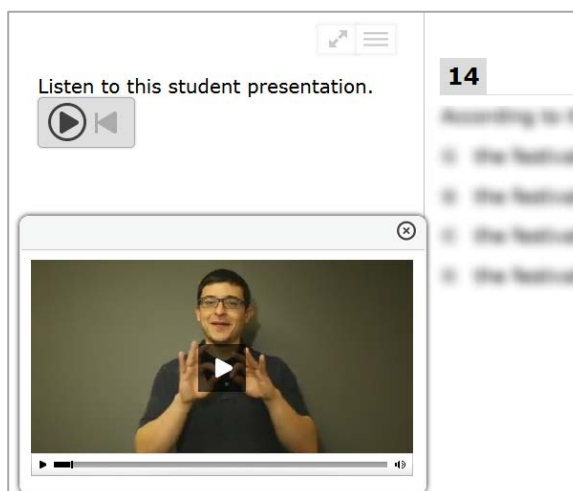


Figure 30. Sample ASL Video in Test



*To access the ASL tool:*

1. Open the passage context menu.



2. Select **American Sign Language**. The video appears.

### Expand/Collapse Passage Tool

When items are associated with a passage, students can expand the stimulus section, so that it overlaps the item section.

Figure 31. Expand/Collapse Passage Button

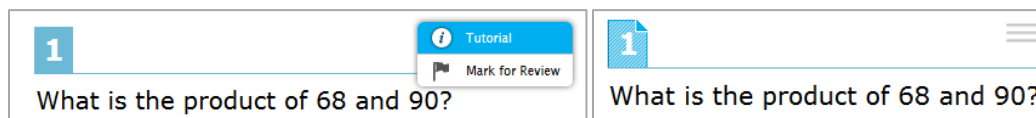


- To expand the stimulus section, click  in the corner of the stimulus section.
- To collapse the stimulus section, click  again.

### Mark Items for Review

Students may mark items for review. Marking an item allows students to find it easier when reviewing the test.

Figure 32. Sample Item Context Menu with Mark for Review



*To mark an item for review:*

1. Open the context menu for an item.
2. In the context menu, select **Mark for Review**. The item number appears in a dog-eared style flap. In the **Questions** drop-down list, (marked) appears next to the item number.

### Masking Tool

The Masking tool allows students to hide distracting areas of the test.

Figure 33. Masking: Preview Area

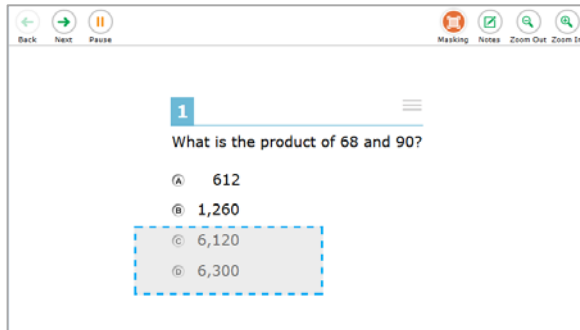
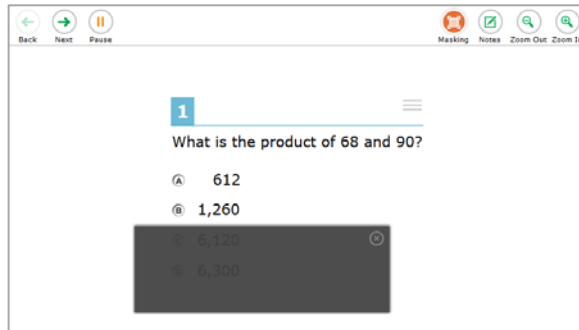


Figure 34. Masking: Masked Area



*To mask an area of a test item:*

1. In the global menu, click **Masking**. The button becomes orange.
2. On the stimulus or item section, click and drag across the distracting area.
3. Release the mouse button. The masked area becomes dark gray.

*To remove masking from a test item:*

1. Click **X** in the upper-right corner of the rectangle.

*To disable the masking tool:*

1. Click **Masking**. The button becomes green.

### Print-on-Demand Accommodation

For students who have print-on-demand as an accommodation, they can request printouts of passages, test items, or both. [Please refer to the *User Accessibility and Accommodation Guide* (UAAG).]

*To request a printout of a reading passage or item:*

1. Students click one of the following buttons from the global or context menu.
  - **Print Page:** Print all content on the current test page.
  - **Print Passage:** Print only the passage.
  - **Print Item:** Print only the selected item.

Figure 35. Print Options in Global Menu

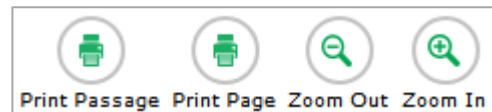
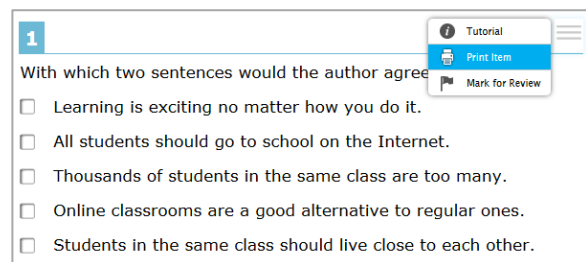
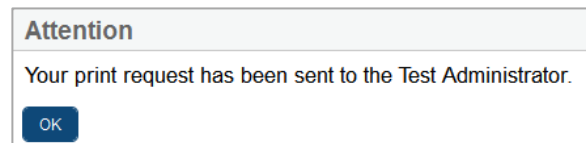


Figure 36. Print Item in Context Menu



2. A message appears indicating that the request was sent to the TA.

Figure 37. Print Request Submitted Message



- On the TA Interface, click **Print** in the **Requests** column of the **Students in Your Test Session** table (see [Figure 6](#)).
- Review the print request. If you approve the print request, click **Approve**. A cover sheet appears in a new browser window.
- In the new window, click **Print** to complete the print request and view the printer dialog box. If necessary, adjust the print settings for your printer.
- Click **OK**. If this is an approved accommodation, the TA needs to have a printer accessible/connected in the testing environment.

Figure 38. Print Request Preview (TA Interface)

**Student Print Request(s) For:** ✕ Close

**Name:** STUDENT, DEMO **SSID:** 9999999227

This page displays a request for each passage that a student would like printed. Click [Approve] if you approve the print request, or [Deny] if you do not.

Note: Clicking [Approve] brings up a Print Preview page based on the browser you are using. Click [Print] from that page to send this request to your print station.

		New Requests	Date & Time of Request
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Deny	Passage for Items 1-4	10/14/2013 10:57:46 AM
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Deny	Item 1	10/14/2013 10:57:52 AM
<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Deny	Item 2	10/14/2013 10:58:00 AM

### TTS (Speak) Tool

Students testing with TTS can use the Speak tool to listen to passages, test items, and answer options. This tool is only available when using the secure browser.

Figure 39. Speak Tool Options for Items

1

What is the product of 68 and 9?

(A) 612

(B) 1,260

(C) 6,120

(D) 6,300

i Tutorial

🚩 Mark for Review

🔊 Speak Question

🔊 Speak Question and Options

*To access the Speak tool:*

- Open the context menu for an element that contains text, and select the desired **Speak** option. The text is spoken aloud.

## Proceeding through a Test

Students proceed through a test by answering items, pausing the test, reviewing previously answered items, and submitting a test. The following sections describe each of these activities.

### Answering Test Items

Students answer test items depending on the item's type.

- **Multiple-choice items:** Students must select a single answer option.
- **Multi-select items:** Students may select one or more answer options. However, please note that, in cases where students are asked to select more than one answer option and they only select one, they will still be able to move to the next item.
- **Technology-enhanced items:** Students follow the instructions given for each item. Technology-enhanced items require students to do one of the following tasks:
  - Use an on-screen keypad to generate an answer.
  - Select an object or text excerpt on the screen.
  - Plot points or lines on a graph.
  - Move objects around on the screen.
  - Enter text in a text box.
  - Match answer options together.
  - Enter values in a table.
  - Modify a highlighted word or phrase in a reading selection.
  - Run an on-screen simulation.

Some test pages may have only one item and others may have more. After students answer all items on a page, they click **Next** to proceed to the next page.

### Pausing Tests

Students can pause the test at any time.

*To pause a test:*

1. Click **Pause** in the global menu. A confirmation message appears.
2. Click **Yes**. This logs the student out. The secure browser sign-in page appears.
3. To resume testing, the student logs in again and clicks **Resume** for the appropriate test.

## Reviewing Items in a Test

Students may return to a previous item if the test was not paused for more than 20 minutes. See the [Pause Rules](#) section for more information.

Students can use the **Back** and **Next** buttons or the **Questions** drop-down list to navigate to items they want to review.

## Reaching the End of a Segment

In a segmented test, the **End Segment** page appears after students answer the last item in the first segment. This page allows students to review items from the first segment or proceed to the next segment. A flag appears for any questions marked for review.



Figure 40. Sample End Segment Page

**You have reached the end of this segment:**

Please review your answers before you continue testing. You **will not** be able to come back to these questions later.

Click on a question number on the left to review it.

**Questions:**

1 - 3	6 	9	12	15	18	21
4	7	10	13 	16	19	22
5	8	11	14	17	20	

*To review items:*

- Click a question number.

*To move to the next segment:*

- Click **Next**.



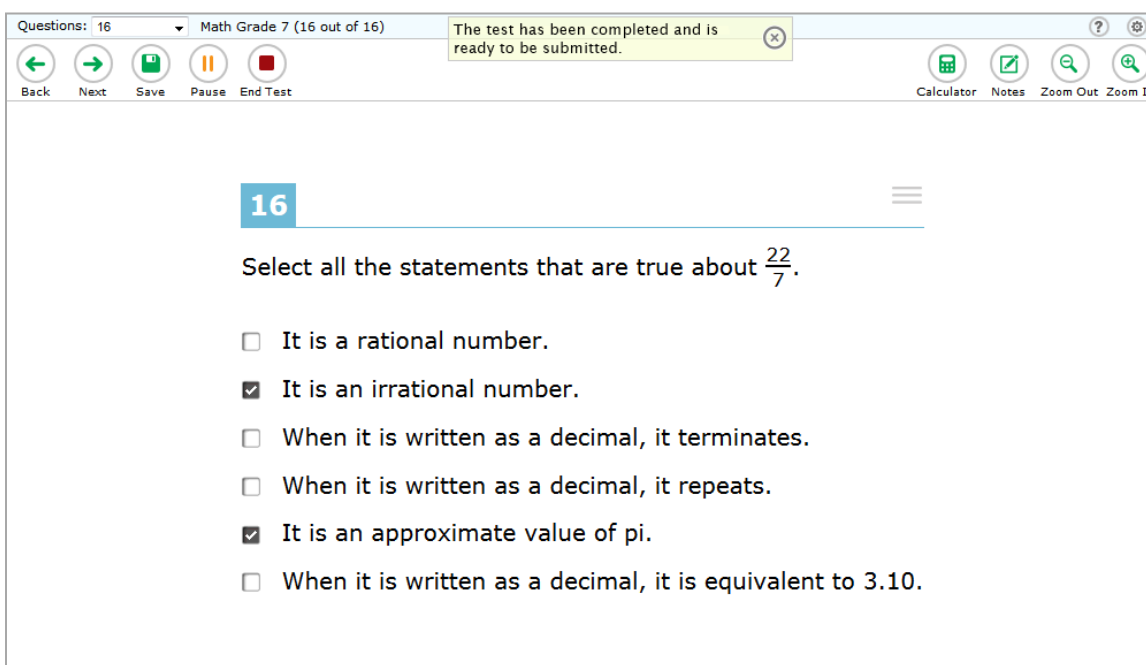
## Submitting a Test

Students submit a test when they finish answering the test questions.

## Reaching the End of a Test

After students answer the last question on a test, the **End Test** button appears in the global menu.

Figure 41. Sample Item Page with End Test Button



*To end a test:*

1. Click **End Test**. An “Attention” message appears.
2. Click **OK**.

## End Test Page

After the student completes a test, the **End Test** page appears. This page allows the student to review answers and submit the test for scoring.

Figure 42. End Test Page

**You have reached the end of the test.**

---

You have reached the end of the test. You may review your answers. If you are done reviewing your answers, click [Submit Test]. You cannot change your answers after you submit the test.

---

**Questions:**

1	7	13	19	25	31	37	43
2	8	14	20	26	32	38	
3	9	15	21	27	33	39	
4	10	16	22	28	34	40	
5	11	17	23	29	35	41	
6	12	18	24	30	36	42	

[Submit Test](#)

*To review answers:*

1. Click a question number.
2. To return to the **End Test** page, students click **End Test**.

*To complete the testing process:*

- Click **Submit Test**.



**Warning:** Once students click **Submit Test**, they cannot return to the test or modify answers.

## Your Results Page

After students submit the test, the **Your Results** page appears, displaying the student's name, the test name, and the completion date.

Figure 43. Sample Your Results Page for Training Tests

### Test Successfully Submitted

---

Student Name: (Student ID: 9999577705)

Test Name: ELA G3 Int Test

Test Completed On: 1/2/2015

---

You have finished the test. You may now log out.

Scores are not displayed for this test.

---

Log Out

---

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

## Appendix A. About the Secure Browser

This appendix includes the following sections:

- [Accessing the Student Testing Site on Tablets](#)
- [Additional Measures for Securing the Test Environment](#)
- [Troubleshooting](#)
- [Secure Browser Force-Quit Commands](#)

### Accessing the Student Testing Site on Tablets

Tablets and Chromebooks should be ready for testing before you provide them to students. For more information, refer to the *Technical Specifications Manual* on the Maine Assessment Program Portal.

*To configure iOS devices:*



**Note:** If you are testing with Autonomous Single App Mode (ASAM), you do not need to activate Guided Access mode manually and may ignore these steps. Contact your technology coordinator to determine if you are testing with ASAM.

1. Tap the **AIRSecureTest** secure browser icon.
2. To enable Guided Access, triple-click the Home button.
3. Tap **Start**. Guided Access activates, and the student sign-in page appears.

*To configure Android tablets:*

1. Tap the **AIRSecureTest** secure browser icon.
2. If the secure browser keyboard is not selected, you must follow the prompts on the screen. When the secure browser keyboard is selected, the secure browser app opens.

*To configure Chromebooks:*

1. From the **Apps** link on the Chrome OS login screen, select **AIRSecureTest** secure browser.

## Closing the Student Testing Site on Tablets

After a test session ends, close the AIRSecureTest application on student tablets.


*To close the Student Testing Site on iOS devices:*



**Note:** If you are testing with Autonomous Single App Mode (ASAM), skip to step 4. Contact your technology coordinator to determine if you are testing with ASAM.

1. Triple-click the Home button.
2. Enter the Guided Access passcode. If you do not know the Guided Access passcode, contact your technology coordinator.
3. Tap **End** in the upper-left corner.
4. Close AIRSecureTest by doing one of the following:
  - For iOS 6.0–6.1 devices:
    - i. Double-tap the Home button. The multitasking bar appears.
    - ii. Press the **AIRSecureTest** icon until it wiggles and the red minus sign appears.
    - iii. Tap the red minus sign and then press the Home button.
  - For iOS 7.0–8.1 devices:
    - i. Double-tap the Home button. The multitasking bar appears.
    - ii. Locate the **AIRSecureTest** app preview and slide it upwards.

*To close the Student Testing Site on Android tablets:*

1. Tap the Menu icon  in the upper-right corner.
2. Tap **Exit**. A confirmation message appears.
3. Tap **Exit**.

*To close the Student Testing Site on Chromebooks:*

1. Click **Close Secure Browser** in the upper-right corner.

## **Additional Measures for Securing the Test Environment**

The secure browser ensures test security by prohibiting access to external applications or navigation away from the test. This section provides additional measures you can implement to ensure the test environment is secure.

### **Close External User Applications**

Before launching the secure browser, or prior to administering the online tests, close all non-required applications on testing devices, such as word processors and web browsers.

### **Avoid Testing with Dual Monitors**

Students should not take online tests on computers connected to more than one monitor. Systems that use a dual monitor setup typically display an application on one monitor screen while another application is accessible on the other screen.

## **Troubleshooting**

This section describes how to troubleshoot some situations in which a student cannot connect to a test.

### **Forbidden Application Detection**

When the secure browser launches, it checks for other applications running on the computer. If it detects a forbidden application, it displays a message listing the offending application and denies the student access to the test. Similarly, if a forbidden application launches while the student is already in a test, the secure browser logs the student out of the test and displays a warning message.

In the majority of cases, a detected forbidden application is a scheduled or background job, such as anti-virus scans or software updates. The best way to prevent forbidden applications from running during a test is to schedule such jobs outside of planned testing hours.

### **Resolving Secure Browser Error Messages**

This section describes messages a student may receive when trying to connect to a test.

#### **Secure Browser Not Detected**

This message occurs when the Online Testing System cannot determine if the student is taking the test through a secure browser. To resolve this issue, ensure that the secure browser is installed and that the student launched the secure browser instead of the standard web browser.

## Unable to Establish a Connection with the Test Delivery System

This message occurs when the secure browser cannot connect to the Online Testing System. This is most likely to occur if there is a network-related problem. The easiest thing to check is if the network cable is plugged in (for wired connections) or if the Wi-Fi connection is live (for wireless connections). Also check if the secure browser must use specific proxy settings; if so, those settings must be part of the command that launches the secure browser.

## Environment Is Not Secure

To resolve this issue, ensure that the latest version of the secure browser is installed on the student's computer, including Test Policy. If you are already running the latest version of the secure browser, then you should log the student out, restart the computer, and try again. If this message appears on an iPad, ensure that either ASAM or Guided Access mode is enabled.

## Secure Browser Force-Quit Commands

In the rare event that the secure browser or test becomes unresponsive and you cannot pause the test or close the secure browser, you have the ability to force quit the secure browser.

To force the browser to close, use the keyboard command for your operating system as shown below. This action logs the student out of the test. When the secure browser is opened again, the student must log back in to resume testing.



### Caution: Use of Force-Quit Commands

The secure browser hides features such as the Windows task bar or Mac OS X dock. If the secure browser is not closed correctly, then the task bar or dock may not reappear correctly. Avoid using a force-quit command if possible.

Operating System	Key Combination
Windows*	<b>Ctrl + Alt + Shift + F10</b>
Mac OS X*	<b>Ctrl + Alt + Shift + F10</b> . The <b>Ctrl</b> key may appear as <b>Control</b> , <b>Ctrl</b> , or <b>^</b>
Linux	<b>Ctrl + Alt + Shift + Esc</b>
Chrome OS	<b>Ctrl + Shift + W</b>

\*If you are using a laptop or notebook, you may also need to press the **Function** key before pressing **F10**.

Force-quit commands do not exist for the mobile secure browser for iOS and Android devices.

- **iOS:** To exit Guided Access, triple-click the Home button and then close the app as you would any other iOS app.
- **Android:** To close the secure browser, tap the menu button in the upper-right corner and select **Exit**.



## Appendix B. Text Response Items Formatting Toolbar











In addition to the standard test tools described in the section [Test Tools](#), students can use a formatting toolbar above the response field for text response items. The formatting toolbar allows students to apply styling to text and use standard word-processing features.

Figure 44. Text Response Item with Formatting Toolbar



[Table 7](#) provides an overview of the formatting tools available.

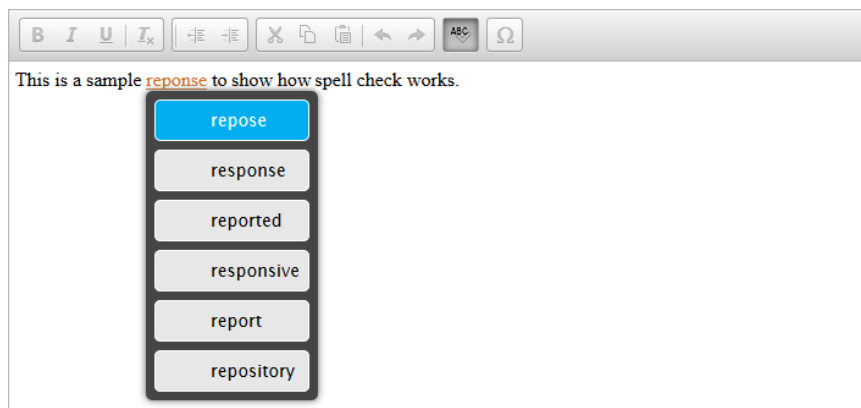
Table 7. Description of Formatting Tools

Tool	Description of Function
<b>B I U</b>	Bold, italicize, or underline selected text
	Remove formatting that was applied to the selected text
	Indent a line of selected text
	Outdent text that is indented
	Cut selected text
	Copy selected text
	Paste copied or cut text
	Undo the last edit to text or formatting in the response field
	Redo the last undo action
	Use spell check to identify potentially misspelled words in the response field
	Add special characters in the response field



## Spell Check

The spell check tool identifies words in the response field that may be misspelled.

Figure 45. Spell Check Sample



*To use spell check:*


1. With the cursor in the response field, click .
2. Potentially incorrect words change color and become underlined.
3. Click a misspelled word. A list of suggestions appears.
4. Select a replacement word from the list. If none of the replacement words are correct, close the list by clicking anywhere outside it.
5. To exit spell check, click  again.

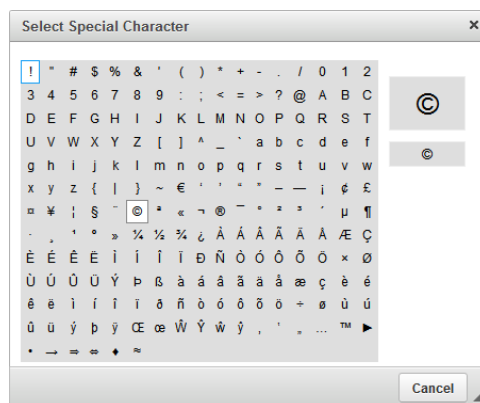
## Special Characters

Students can add mathematical and accented characters and other symbols.

Figure 46. Special Characters Window

*To add a special character:*

1. Click  in the toolbar.
2. Click on the required character.



## Appendix C. Keyboard Navigation for Students

Students can use keyboard shortcuts to navigate between test elements, features, and tools.

### Login Pages and In-Test Pop-Ups

[Table 8](#) lists keyboard commands for selecting options on the login pages or pop-up windows that appear during a test.

Table 8. Keyboard Commands for Login Pages and Pop-Up Windows

Keyboard Command	Function
<b>Tab</b>	Move to the next option
<b>Shift + Tab</b>	Move to the previous option
<b>Enter</b>	Select the active option

### Global Menu

*To access the global menu tools using keyboard commands:*

1. Press **Ctrl + G**. The global menu list opens.
2. To move between options in the global menu, use the **Up** or **Down** keys. Each option becomes highlighted as you arrow up or down.
3. To select the highlighted option, press **Enter**.
4. To close the global menu without selecting an option, press **Esc**.

### Context Menus

*To navigate to an element:*

- Press the **Tab** key.
- To navigate in reverse, press **Shift + Tab**.

*To open a context menu for an element:*

1. Press **Ctrl + M**. The context menu for the selected element opens.
2. To move between options in the context menu, use the **Up** or **Down** arrow keys. Each option becomes highlighted as you arrow up or down.

3. To select the highlighted option, press **Enter**.
4. To close the context menu without selecting an option, press **Esc**.

*To select text and open context menu options:*

1. Navigate to the element containing the text you want to select.
2. Press **Ctrl + M** to open the context menu.
3. If multiple options are available, use the down arrow key to navigate to **Enable Text Selection**.
4. Press **Enter**. A flashing cursor appears at the top left of the active element.
5. To move the cursor to the beginning of the text you want to select, use the arrow keys.
6. Press **Shift** and an arrow key to select your text. The text you select appears shaded.
7. Press **Ctrl + M** again. Choose the tool you want to use for the selected text.



This feature is available only when using a desktop secure browser (Windows, Mac, or Linux).

## Keyboard Commands for Test Navigation and Test Tools

Keyboard commands require using the primary keyboard. Do not use keys in a numeric keypad.

Table 9. Keyboard Commands for Test Navigation

Description of Function	Keyboard Commands
Open the global menu	<b>Ctrl + G</b>
Open a context menu	<b>Ctrl+ M</b>
Go to the next test page	<b>Ctrl + →</b>
Go to the previous test page	<b>Ctrl + ←</b>
Pause your test	<b>Ctrl + G</b> (via Global Menu)
End the test and submit it for scoring	<b>Ctrl + G</b> (via Global Menu)
Scroll up in an area of the test page	↑
Scroll down in an area of the test page	↓
Scroll to the right in an area of the test page	→

Description of Function	Keyboard Commands
Scroll to the left in an area of the test page	←
Move to the next element on the page	<b>Tab</b>
Move to the previous element on the page	<b>Tab + Shift</b>

Table 10. Keyboard Navigation for Test Tools

Description of Function	Keyboard Commands
Open the global menu	<b>Ctrl + G</b>
Open the context menu	<b>Ctrl + M</b>
Select option A	To move between answer options: Press <b>Tab</b> or <b>Shift + Tab</b>  To select an active answer option: Press <b>Space</b>
Select option B	
Select option C	
Select option D	
Open the Help Guide	<b>Ctrl + G</b> (via Global Menu)
Open the ASL video	<b>Ctrl + G</b> (via Context Menu)
Open the Calculator	<b>Ctrl + G</b> (via Global Menu)
Open the Formula sheet	<b>Ctrl + G</b> (via Global Menu)
Highlighter	<b>Ctrl + M</b> (via Context Menu)
Mark/Unmark an item for review	<b>Ctrl + M</b> (via Context Menu)
Activate the Masking tool	<b>Ctrl + G</b> (via Global Menu)
Open the Notes tool	<b>Ctrl + G</b> (via Global Menu)
Open the Periodic Table	<b>Ctrl + G</b> (via Global Menu)
Send a Print Passage request	<b>Ctrl + M</b> (via Context Menu)
Send a print request for items and answer options.	<b>Ctrl + M</b> (via Context Menu)
Open the Scoring Guide	<b>Ctrl + G</b> (via Global Menu)
Strike Through an answer option	<b>Ctrl + G</b> (via Context Menu)
Activate the Text-to-Speech tool	via Global or Context Menu
View an item Tutorial	<b>Ctrl + M</b> (via Context Menu)
Zoom in	<b>Ctrl + G</b> (via Global Menu)

Zoom out

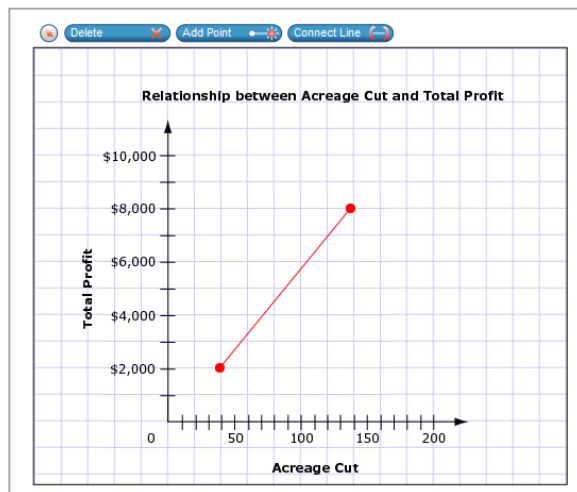
**Ctrl + G** (via Global Menu)

## Keyboard Commands for Items with Add Point or Add Line Tool

Technology-enhanced items with an Add Point, Arrow, or Line tool have up to three main sections:

- **Answer Space:** The grid area where students enter the response.
- **Button Row:** At least one action button appears at the top. Buttons may include **Delete**, **Add Point**, **Add Arrow**, **Add Line**, and **Connect Line**.
- **Object Bank:** A section containing objects to move to the Answer Space.

Figure 47. Sample Item with Point and Line Tools



*To move between the main sections:*

- Press the **Tab** key. Navigation is clockwise.
- To move counter-clockwise, press **Shift + Tab**.

*To add an object from the Object Bank to the Answer Space:*

1. Make sure the Object Bank is active. Use the arrow keys to move between objects. The active object has a blue background.
2. To add the active object to the Answer Space, press the **Spacebar**.

*To select an Action Button and place the point or line in the Answer Space:*

1. Make sure the Button Row is active. Use the left and right arrow keys to move between the buttons. The active button is white.
2. Press **Enter**.
3. Press the **Spacebar** to apply the point, arrow, or line to the Answer Space.

*To move objects, points, lines, and arrows around in the Answer Space:*

1. Make sure the Answer Space is active. To move between the objects, press **Enter**. The active object displays a blue border.
2. Press the **Spacebar**.
3. Press an arrow key to move the object. To move the object slowly, hold **Shift** and press an arrow key.



## Appendix D. Transferring a Test Session between Devices

You can transfer an active test session from one device or browser to another without stopping the session or interrupting in-progress tests. This is useful in scenarios when your computer malfunctions while a session is in progress.



**Warning:** If you do not remember your Session ID, you cannot transfer the session. Write down your Session ID before you transfer the session.

The Online Testing System ensures that you can only administer a test session from one browser at a time. If you move a test session to a new device, you can no longer administer the session from the original browser or device.

These instructions apply to both the TA Interface and TA Training Site.

*To transfer a test session to a new device or browser:*

1. While the session is still active on the original device or browser, log in to the correct TA Site on the new device or browser. A Session ID prompt appears (see [Figure 48](#)).

Figure 48. Enter Active Session ID Window



The screenshot shows a dialog box with a light gray background and a darker gray border. At the top left, the word **Important!** is displayed in bold black text. Below this, a message reads: "This user currently has an active test session. Enter the Session ID to continue administering the session from this computer/browser. [Message Code: 11604]". Underneath the message is a white text input box. To the right of the input box are two buttons: a red button with a white 'x' icon and the text "Logout", and a green button with a white checkmark icon and the text "Enter".

2. Enter the active Session ID into the text box and click **Enter**. The TA Site appears, where you can continue monitoring your students' progress. The test session on the previous computer or browser automatically closes.

## Appendix E. User Support

For additional information about the Online Testing System, contact your District/System Administrator or School Test Coordinator prior to contacting the Maine Assessment Program Help Desk. If you have a policy or test administration question, refer to the *Test Administration Manual*.

### Hours of Operation:

Regular Hours: Monday–Friday from 8:00 a.m. to 5:00 p.m. Eastern Time outside of the summative testing windows and from 7:00 a.m. to 7:00 p.m. Eastern Time during the summative testing windows (except holidays).

#### Maine Help Desk

Toll-Free Phone Support: 1-844-560-7814

Email Support: [mehelpdesk@air.org](mailto:mehelpdesk@air.org)

You may need to provide the following information:

- Test Administrator name
- SSIDs of affected students (Do not provide any other student information, as doing so may violate FERPA policies.)
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration, if known:
  - Secure browser installation (to individual machines or network)
  - Wired or wireless Internet network setup